

Memorandum

TO : Acting Director of Training

DATE: 10 October 1963

FROM : Acting Chief/JOTP

SUBJECT: Weekly Activities Report #35
2 - 8 October 1963

A. SIGNIFICANT ITEMS

Nothing to report.

B. NORMAL ACTIVITIES

1. The Integrated Program

a. At his earnest request JOT [REDACTED] was transferred from the OFC to the OC on 8 October. This is the first such transfer in recent classes and it was effected only after careful consideration by the Chief Instructors concerned and his JOTP Training Officer. A significant factor was his excellent performance in the OFC which showed promise for assignment in the Clandestine Services.

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2. C/JOTP and Messrs [REDACTED] composed a panel in the orientation and training course for field recruiters [REDACTED] on 7 October. The mechanics of processing JOT applicants and the considerations in selection were thoroughly explained. In the discussion which followed we were able to clear up many misunderstandings, with the result that excellent rapport was developed. It was a healthy and profitable exercise.

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3. All members of the JOTP Staff have read [REDACTED]

4. Arrangements have been made to comply with [REDACTED] Various training officers are reviewing our soft files of all JOT's for pertinent personnel information which should be forwarded to the personnel folder.

5. The DDP has reiterated to the DTR that the T/O of JOTP is remaining at 215.

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6. [REDACTED] entered on duty on 7 October and is on interim assignment to [REDACTED] to complete an editorial job begun by another interim assignee who is in the present class [REDACTED]

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C. RECRUITMENT ACTIVITIES

See attachment.

D. PERSONNEL MATTERS

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1. [REDACTED] are the proud parents of a daughter.

2. C/JOTP is spending four days [REDACTED] with the recruiters.

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3. [REDACTED] returned on 7 October from one week of annual leave.

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4. [REDACTED] left his position of A/JOTP/PO on 4 October. During his tenure in this position he has done outstanding service. As his replacement we welcome [REDACTED] former JOT, who recently returned from three years in [REDACTED]

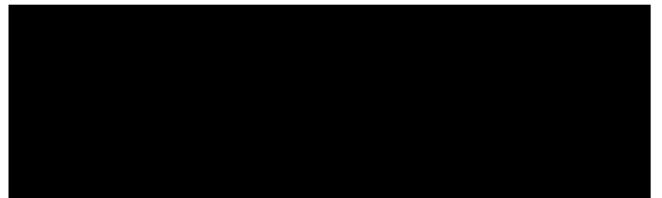
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5. We welcome [REDACTED] as a valuable addition to the JOT office. [REDACTED] reported for duty on 7 October.

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Attachment



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